CITY OF MANOR
EST. 1872 TEXAS

PUBLIC INFORMATION REQUEST

PLEASE COMPLETE THE FOLLOWING INFORMATION TO REQUEST A RECORD OR DOCUMENT FROM THE CITY OF MANOR (TYPE OR PRINT NEATLY):

PERSON REQUESTING INFORMATION: _____ DATE: _____

ADDRESS: _____

PHONE NUMBER: _____

DESCRIPTION OF INFORMATION REQUESTED (PROVIDE AS MUCH INFORMATION AS POSSIBLE TO ACCURATELY DESCRIBE THE INFORMATION AND/OR DOCUMENT(S) YOU ARE REQUESTING):

_____

_____

_____

_____

_____

I understand my rights according to the Texas Public Information Act. I also understand there may be charges for any of the items listed above and that payment must be made before I obtain my items requested.

_____ REQUESTING TO: ☐ RECEIVE COPIES ☐ INSPECT DOCUMENTS

REQUESTOR SIGNATURE

OFFICIAL CITY OF MANOR USE ONLY

RECEIVED BY: MAIL FAX EMAIL IN PERSON DATE RECEIVED: _____ TIME RECEIVED: _____ AM/PM

DEPARTMENT: _____ HANDLED BY: _____

ACTION TAKEN: _____

_____

_____

☐ PENDING APPROVAL FROM ATTORNEY ON – DATE SENT TO ATTORNEY _____
☐ PENDING AN OPINION FROM THE TEXAS ATTORNEY GENERAL'S OFFICE – DATE SENT TO AG _____
☐ REQUEST APPROVED ON _____
☐ DOCUMENTS INSPECTED
☐ DOCUMENTS DELIVERED BY FAX/EMAIL/US MAIL/PERSON ON _____ # OF PAGES _____

FEE SCHEDULE = TOTAL COST $_____

PAYMENT BY: CASH CHECK/MO # _____ DATE OF PAYMENT: _____ RECEIPT # _____

PROCESSED BY: _____